



CITY OF HOUSTON

Job Posting

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| 1 | Applications accepted from: | ALL PERSONS INTERESTED | | | | |
| 2 | Job Classification | LABORATORY MANAGER | | | | |
| 3 | Posting Number | PN#107244 | | | | |
| 4 | Department | Health & Human Services Department | | | | |
| 5 | Division | Office of Surveillance and Public Health Preparedness | | | | |
| 6 | Section | Laboratory Services | | | | |
| 7 | Reporting Location | 1115 S. Braeswood | | | | |
| 8 | Workdays & Hours | M - F, 8 a.m. - 5 p.m.* | | | | |
| | | *Subject to change | | | | |
| 9 | <u>DESCRIPTION OF DUTIES</u> Directs and performs skilled technical work in planning, developing, and executing public health laboratory programs, including bacteriological, serological, chemical and other examinations to aid in the diagnosis, control, and treatment of diseases. <u>CORE FUNCTIONS</u> <ul style="list-style-type: none">➤ Manages the staff of the clinical services section (entire medical microbiology, virology/serology, hematology/clinical chemistry, laboratory support services sections and satellite laboratories.)➤ Establishes quality standards for operation of the central lab and outlying City of Houston testing sites.➤ Promotes laboratory expansion and evaluates/develops testing protocols.➤ Coordinates grant-related activities for the section.➤ Provides clinical laboratory reference services to public health and medical facilities.➤ Manages a select group of laboratory bioterrorism activities and testing.➤ Functions as the assistant to the bureau chief. | | | | | |
| 10 | <u>WORKING CONDITIONS</u> The position is physically comfortable; the individual has discretion about walking, standing, etc. | | | | | |
| 11 | <u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a Doctoral degree in Biology, Public Health or a related medical field. | | | | | |
| 12 | <u>MINIMUM EXPERIENCE REQUIREMENTS</u> Four (4) years of experience with administrative duties in a laboratory situation are required. | | | | | |
| 13 | <u>MINIMUM LICENSE REQUIREMENTS</u> | None | | | | |
| 14 | <u>PREFERENCES</u> <ul style="list-style-type: none">➤ Ph.D. in Microbiology or MD with public health degree is preferred.➤ Completed post-doctoral fellowship in public health and medical microbiology is preferred.➤ Preference will be given to applicants with at least three (3) years experience in assisting in the direction or directing a clinical microbiology laboratory/public health laboratory section.➤ Eligible for ABMM Certification. | | | | | |
| 15 | <u>SELECTION/SKILLS TESTS REQUIRED</u> | None | | | | |
| 16 | <u>SAFETY IMPACT POSITION</u> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No This position is not subject to random drug testing and if a promotional position, candidate must pass an assignment drug test. | | | | |
| 17 | <u>SALARY INFORMATION</u> | GENERAL FUNDED POSITION Factors used in determining the salary offered includes the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <table><tr><td colspan="2">Salary Range – Pay Grade 28</td></tr><tr><td>\$1,777 - \$2,481 Biweekly</td><td>\$46,202 - \$64,506 Annually</td></tr></table> | Salary Range – Pay Grade 28 | | \$1,777 - \$2,481 Biweekly | \$46,202 - \$64,506 Annually |
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| \$1,777 - \$2,481 Biweekly | \$46,202 - \$64,506 Annually | | | | | |
| 18 | <u>OPENING DATE</u> | October 26, 2005 | | | | |
| 19 | <u>CLOSING DATE</u> | Open Until Filled | | | | |
| 20 | <u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD Phone Number (713) 837-9471. | | | | | |

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